

Management System:

Subject Area: Committees, Councils and Working Groups Handbook

1. Creating/Revising a Committee, Council or Working Group

Effective Date:

Subject Matter Expert:

Management System Steward:

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Applicability

This information applies to Management System Stewards (MSS), Points of Contact (POC), Subject Matter Experts (SME), or Chairpersons who are charged with establishing and executing Institutional or Regulatory Committees, Councils, and Working Groups. This procedure provides an overview of the steps required for operating committees, councils or working groups.

Required Procedure

Step 1	<p>Determine if a Committee, Council or Working Group will be used or if the proposed charge can be integrated with an existing one.</p> <ul style="list-style-type: none">♦ Committee – a group of people officially delegated to investigate, evaluate, consider and/or report on a laboratory or regulatory function.♦ Council – an assembly of persons called together for consultation, discussion, and sharing of information.♦ Working Group – a group of people (team) who work under a charter to achieve a certain goal. <p>If the committee, council or working group charge can be integrated with an existing one, coordinate with the Chairperson to revise the existing charter. Go to Step 3.</p>
Step 2	<p>Determine if the committee, council or working group is a Laboratory or Regulatory requirement. For Laboratory required committees, councils or working groups the Chair is appointed by the System Champion (i.e. Laboratory Director, Deputy Directors for Science or Operations) or Associate/Assistant</p>

	Laboratory Director. The System Champion appoints the Chair for regulatory required committees, councils or working groups.
Step 3	The Chair prepares the Committee, Council or Working group Charter Template or revises the existing charter and submits it to the System Champion or Laboratory Director for review and approval.
Step 4	After the committee, council or working group charter is approved; the SBMS Office updates the Management System & Exhibit Group type document , and committee, council and working group reporting structure exhibit , publishes the committee, council or working group charter and sends out a broadcast message to announce its release.
Step 5	SBMS Office Coordinates with ??? to update the membership lists and publish within SBMS? Add something here that talks about the membership lists – I don't know where DJ Grecco fits in here. Including a broadcast email to affected members

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Questions/Comments

Disclaimer

Management System:

Subject Area: Committees, Councils and Working Groups Handbook

2. Committee, Council and Working Group Operations

Effective Date:

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Applicability

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Required Procedure

Step 1	<p>Each Committee, Council or Working Group must have a Chairperson and Secretary. The Chairperson appoints a Secretary.</p> <ul style="list-style-type: none">◆ The chairperson coordinates the overall direction of the committee, council or working, and ensures that all members of the committee have an opportunity to play an active role in achieving objectives and commitments as defined in the charter.◆ The Secretary is the record keeper. Makes sure minutes are kept of meetings, of decisions made, action items and assignments, and that minutes are distributed to members for review and comment.
Step 2	<p>Prior to conducting a meeting, an agenda must be prepared and distributed to members and/or meeting participants.</p>
Step 3	<p>When conducting meetings, the Chairperson determines if a quorum (smallest number or proportion of members who need to attend a meeting) exists. Refer to the committee, council or working group charter for quorum requirements. If a</p>

	quorum does not exist, reschedule the meeting.
Step 4	<p>After a committee, council or working group meeting is held, the meeting minutes are reviewed and approved by the Chairperson. The Secretary maintains the minutes in accordance with the Records Management subject area, and forwards a copy of the approved minutes to: the appropriate System Champion, Management System Steward or Director's Safety Committee Chair.</p> <ul style="list-style-type: none"> ◆ For ES&H Committee, Working Group and Regulatory Committee meetings, minutes are forwarded to the Assistant Laboratory Director (ALD) for Environment, Safety and Health and Director's Safety Committee. ◆ For Laboratory Committee and Council meetings, minutes are forwarded to the appropriate System Champion and Management System Steward. <p>Note: Meeting minutes with classified, top secret or confidential will be forwarded to System Champions only.</p>

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TITLE OF COMMITTEE, COUNCIL OR WORKING GROUP

I. Charge

- ◆ *State the purpose and functions of the committee, council or working group*
- ◆ *Detailed description of responsibilities and authorities – review, advise or approve*
- ◆ *List the subject area, management system or regulatory driver for the committee, council or working group*

II. Membership

A. Appointments/Nominations

1. *Describe how or who appoints the chair and membership*
2. *List membership qualifications*

B. Term:

1. *List the period the Chair and members are expected to serve*
2. *Define the process for term renewal*

C. Membership:

1. *Describe membership duties and expectations*
2. *See [BNL Committee Memberships](#).*

III. Meeting Frequency and Reporting

- ◆ *Define how often meetings will be conducted (minimum frequency semi-annual)*
- ◆ *Describe how and to who meeting minutes will be reported*

IV. Quorum

- ◆ *List the smallest number of members required for a quorum.*

- ◆ *List requirements for establishing a quorum with input from a member(s) who are unable to attend, or his/her designated alternate or if attendance will include all modes of teleconference linkage to the meeting.*

V. Decisions

- ◆ *Describe how voting at meetings will be accomplished*
- ◆ *Describe how action items will be followed up and communicated to affected staff*

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